

Development Application

REZONING - PUD

**(Create New or Amend Existing
Planned Unit Development [PUD])**



Development Services Department
4200 Mills Civic Parkway, Suite 2D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate "project submittal requirements"
can be found on the City's website: <http://www.wdm.iowa.gov>



Development Application

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the Jordan
Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the Town
Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Property legal description (attach separate sheet if lengthy): _____

Project Area: _____ acres (or) _____ sq. ft.

Project Description: _____

Date Submitted: _____ Fee Amount: _____
Case #: _____ Case Planner: _____

OFFICE USE ONLY:

CONTACT INFORMATION

Property Owner(s): _____

Owner Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

(Submit additional sheet(s) for multiple property owners.)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: _____

Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

North: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

East: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

South: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

West: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

Total Land Area: acres sq. ft.

Impervious Area: sq. ft.

Open Space:	<u>Required</u>		<u>Provided</u>	
	% Total Area	sq. ft.	% Total Area	sq. ft.
	% Paved Area	sq. ft.	% Paved Area	sq. ft.
Total:	%	sq. ft.	%	sq. ft.

Landscaping:

Buffers	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Open Space	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Streetscape	<u>Required</u>	<u>Provided</u>
	Trees:	Trees:
	Shrubs:	Shrubs:

Parking:	<u>Required</u> (Indicate Calculation)	<u>Provided</u>
	():	General Parking:
	():	Handicap:
	Total:	Total:

Area:

Building:

Footprint Area: sq. ft. Total Area: sq. ft. Height: ft. stories

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

CERTIFICATION

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach proof if necessary).

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent **(Use only if the applicant is different from Property Owner.)**

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part C: Applicant/Owner Consent to Traffic Study and Fees

I _____ hereby request the City initiate the required traffic study for this project.

I understand that the traffic study is **estimated** to cost \$_____ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- ☐ \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- ☐ \$_____ (at least ½ of the estimated cost)

Signature of Applicant

Date

Printed Name: _____

EIN (Employer Identification Number) _____

(This must be provided prior to initiation of the study)

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

Signature of Notary Public; _____

My commission expires on the _____ day of _____, 20____.

Billing information:

Name: _____

Company: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Legal Documents

Some projects are required to grant easements, dedicate right-of-way, or enter into various other agreements. City staff will prepare said easements, dedications, or agreements documents. Below please provide the following information in the event such legal documents are necessary for your project.

Grantor (legal entity): _____

Signatory (Person Signing Document): _____

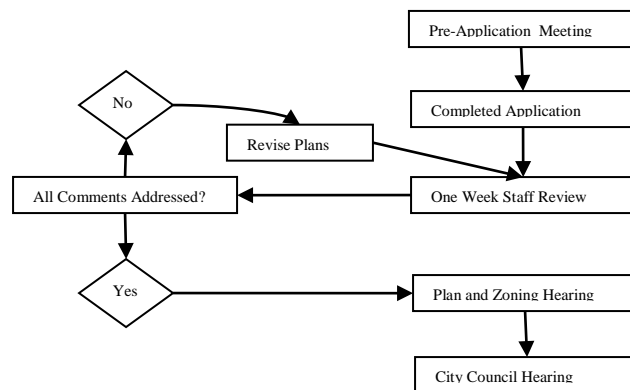
Title of Person Signing Document: _____

City Of West Des Moines Submittal Requirements

REZONING - PUD **(Create New or Amend Existing Planned Unit Development [PUD])**

Requirements for the Creation of a PUD or an Amendment to an Existing PUD*

- Planned Unit Development Ordinance shall be used as an alternate development tool for those projects that propose a creative and innovative solution whose layout is not achievable by the standards under which the property is currently zoned. This type of zoning shall be reserved for only those developments which meet one or more of the following goals:
 1. To encourage unique innovations in residential, commercial, and industrial development, and/or urban renewal so that the growing demands of the population may be met by a greater variety in type, design, and layout of buildings and by the conservation and more efficient use of open space;
 2. To encourage a more efficient use of land and of public/private services, and to reflect changes in the technology of land development that benefit the future resigned;
 3. To conserve the value of the land in order to allow for development that is a creative, unique, or efficient use of the land that the typical zoning standard would prevent;
 4. To provide a procedure which can relate the type, design, and layout of development to the particular site, thereby encouraging preservation of the site's natural characteristics;
 5. To provide for infill development that enhances, revitalizes, and protects the overall characteristics of the surrounding neighborhood and natural resources.
- In addition to meeting one of the above mentioned goals, the applicant shall prepare a statement of intent for the Planned Unit Development. The statement shall give specific direction as to the objective of the development.
- * **A reduction or modification of setbacks, bulk regulations, additional signage, or amendment of land uses shall not be the sole justification for a Planned Unit Development or Specific Plan. The applicant must demonstrate how the proposed development is a creative, unique, or efficient use of the land and that the typical zoning standard would prevent such an innovative positive development which will benefit the community.**



Application Fee - full fee is due at time of submittal

- ☐ \$470.00 + \$11.00/acre for zoning district change
- ☐ \$205.00 for text change to the PUD Ordinance

Notification Fee - The City of West Des Moines will prepare the property owner list for notification purposes

- ☐ \$467.50 Notification Fee (fee due at time of submittal)

Traffic Fee – base fee is due at time of submittal

- ☐ Letter from Applicant/Owner requesting City initiation of traffic study
- ☐ \$100.00 base fee
- ☐ Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council approval

Reviewing Bodies

- City Staff
- Plan & Zoning Commission
- City Council

Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.

A. Your submittal must include the following:

1. ☐ A letter requesting City Council initiation, describing the project or changes if amending an existing PUD, identifying the project contact person(s), and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form. **The letter shall also identify how the proposed PUD or PUD amendment meets one (1) or more of the five (5) required goals for a PUD as well as the intent of the PUD.**
2. ☐ Completed application form.
3. ☐ One (1) 8½"x11" location map detailing land uses within five hundred (500) feet of the property, and identifying general land uses within one thousand (1,000) feet of the property. Location map must be to a discernable scale with the scale denoted.
4. ☐ One (1) set of colored elevations for all sides of proposed buildings and/or structures which illustrate architecture, materials, and color palette. The elevation drawings should be at such a size as to appropriately show architectural detail. The applicant shall also have a materials board available upon staff's request.
5. ☐ One (1) set of manufacturer cut-sheets or light fixture details for **all** exterior light fixtures.
6. ☐ Two (2) copies of a report with calculations verifying available capacity for sanitary sewer and water service.
7. ☐ Two (2) copies of the Master Storm Water Management Plan (or a signed letter from a licensed engineer certifying compliance with a previously approved Master Storm Water Management Plan, if amending an existing PUD).
8. ☐ Eight (8) copies of the PUD sketch (24"x36", **folded**).
9. ☐ Two (2) reduced copies of the PUD sketch (8½"x11").
10. ☐ One (1) PDF copy of the PUD sketch.
11. ☐ One 1"=30' fire truck turning radius plan illustrating the proposed vehicle circulation pattern
12. ☐ Other information deemed necessary by the Director of Development Services for review of the proposed project.

B. Your PUD Sketch shall include at least the following:

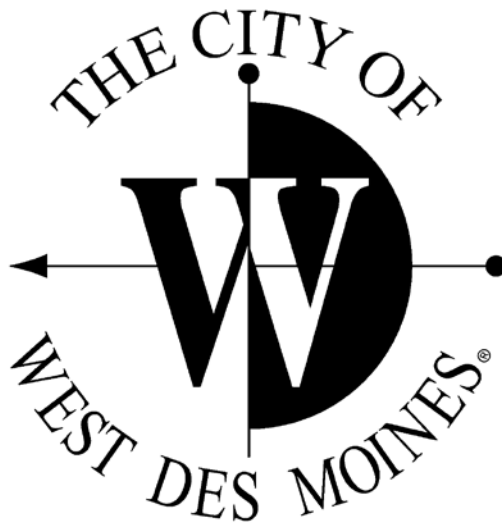
1. ☐ Legal description including total area of the property.
2. ☐ Date, compass point, legend of symbols and scale (written and graphic).
3. ☐ Vicinity map that accurately represents the area including recent developments.
4. ☐ Address(es), if assigned.
5. ☐ Name, address and contact information of owner(s) of subject property.
6. ☐ Name, address and contact information of applicant.
7. ☐ Notation of existing Comprehensive Plan land use designation.
8. ☐ Notation of existing Zoning District or if Planned Unit Development (PUD) name and underlying zoning and requested proposed zoning.
9. ☐ Existing Comprehensive Plan land use designations, Zoning, and land uses for adjacent properties.
10. ☐ Land owner name(s) for adjacent properties.
11. ☐ Proposed PUD parcel boundaries including approximate acreage and proposed land uses and densities.
12. ☐ Property boundary lines including dimensions to the nearest one-hundredth of a foot.
13. ☐ Location of all existing street lights.
14. ☐ Identification of all exterior lighting including fixture details and locations, including building and signage lighting.
15. ☐ Anticipated location, size, height, footprint and use of all buildings and/or structures existing and proposed (excluding residential dwelling units).
16. ☐ General location of parking areas and loading zones.
17. ☐ Total square footage of high traffic generating uses for all non-residential parcels, as identified in the approved Traffic Study.
18. ☐ Illustration and identification of traffic considerations as noted in the approved traffic study and ingress/egress points, existing and proposed street networks, road classifications, right-of-way widths, number of traffic/turning lanes, street improvements, traffic signals, pedestrian and vehicular circulation patterns, etc.

19. ☐ Illustration of how property will be served by sanitary sewer and water service.
20. ☐ Location of existing and proposed easements for all utilities, rights-of-way, buffers, railroad, drainage facilities, etc., shall be shown and appropriately labeled with reserved width, type, book and page, and whether they are public or private.
21. ☐ Illustrations of pedestrian circulation pattern, location of pedestrian features or use areas, trail locations and connections to City's trail network, if applicable.
22. ☐ Identification of areas dedicated for public use (i.e. schools, parks, playgrounds, streets, trails).
23. ☐ Existing topography of the rezoning area at contour intervals of not more than two (2) feet, City datum.
24. ☐ Existing topography and site features of adjacent property for at least one-hundred (100) feet outside of subject boundary, at contour intervals of not more than two (2) feet, City datum.
25. ☐ Location and description of primary focal point(s) or place-making elements, that may include but is not limited to identification of any alternative pavement treatments, streetscape furniture, art or other amenities associated with plazas, trails, sidewalks and roadways, if applicable.
26. ☐ Location and width of landscape buffers and general information as to how buffering will be achieved (i.e. fence, vegetation, berm, wall).
27. ☐ Identification and location of all established floodway, floodway fringe, and flood plain overlay lines, if applicable.
28. ☐ Identification of existing and proposed drainage-ways.
29. ☐ Identification of any other major site development or landscape features, existing or proposed, for the subject site or located within the area.
30. ☐ Other considerations pertinent to the proposed use may be requested for illustration or statistical purposes.

Additional copies of the development application and "project submittal requirements"
can be found on the City's website: <http://www.wdm.iowa.gov>

MASTER STORM WATER **MANAGEMENT PLAN**

(Area Development Plans, Preliminary Plats, &
New PUD Proposals)



Public Works Department
4200 Mills Civic Parkway
West Des Moines, IA 50265-0320
515-222-36480 (phone)
515-273-0603 (fax)
www.wdm.iowa.gov

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City Of West Des Moines
MASTER STORM WATER MANAGEMENT PLAN REQUIREMENTS

Required with the submittal of:

- Area Development Plans within the Town Center Overlay District;
- Preliminary Plats; and,
- New Planned Unit Development proposals.

The following are guidelines intended to assist the Design Engineer in the development of a Master Storm Water Management Plan (MSWMP); they are not intended to be all inclusive and additional information or details may be required. It is the Design Engineer's responsibility to assure that the MSWMP developed for the proposed project is valid, feasible, and functional. Additionally, it is the design engineer's responsibility to familiarize him/herself with all applicable WDM design standards to assure that storm water management proposed is in compliance with said design standards. The MSWMP must be certified by a Professional Engineer licensed in the State of Iowa.

The intent of a Master Storm Water Management Plan is to demonstrate **conceptually** how storm water runoff will be managed in compliance with current City of West Des Moines design standards. In general, the master storm water management plan should define what storm water management practices are proposed and where key management facilities will be located. The MSWMP should provide the framework for the management of storm water for all future development projects within the area identified in the Area Development Plan (ADP), Subdivision Plat, or Planned Unit Development (PUD). If the MSWMP is appropriately designed, future development proposals within the Subdivision Plat, ADP area or the PUD will only need to provide the calculations necessary to illustrate compliance to the master management plan. Although detailed calculations do not necessarily need to be included in the MSWMP, the design engineer may need to perform calculations to assure feasibility of the proposed management methods. The engineer should be prepared to provide these calculations upon request of staff.

Your Storm Water Management Plan should be bound in a loose leaf plastic binder and **must** include the following:

A. Cover Sheet which includes:

1. ☐ Name of project.
2. ☐ Identification of the enclosed documentation as 'Storm Water Management Plan'.
3. ☐ Date.
4. ☐ Space for insertion of project number once assigned by the City.
5. ☐ Name and contact information of consulting firm and engineer preparing the Master Storm Water Management Plan.
6. ☐ Engineer's Professional Certification (final copy signed in contrasting ink).

B. Table of Contents

C. Project Description Page which includes:

1. ☐ A description of existing site conditions.
2. ☐ A description of existing site drainage patterns.
3. ☐ Description and details of the proposed development.
4. ☐ Description and explanation of storm water analysis utilized (computer generated hydrographs, etc.).
5. ☐ A summary of the proposed storm water management plan which outlines how it is in compliance with current West Des Moines design standards. The summary should indicate how key parameters (allowable developed release rates, detention/culvert freeboard requirements, etc.) contained within the WDM design standards are being accommodated and met.

D. Existing Drainage Contour Map which illustrates and labels drainage patterns, basins, swales/ditches, creeks, rivers, streams, etc., and any other relevant on-site or off-site information.

E. Proposed Drainage Contour Map which illustrates and labels drainage patterns, areas for which storm water detention will be provided, conveyance methods (pipes, swales, etc.), detention areas, post development drainage patterns, and any other relevant on-site or off-site information.

F. Project Summary identifying:

1. ☐ Method(s) of proposed storm water management.
2. ☐ Key design conclusions.
3. ☐ Discussion of how the proposed management methods comply with current WDM design standards.
4. ☐ Post development storm water impacts to adjacent private properties.
5. ☐ Mitigation measures for any potential impacts.

As of the writing of these guidelines (January 2004), the City of West Des Moines utilizes the **Des Moines Metro Design Standards**. Please contact a development review engineer within the Public Works Department to confirm that these standards are still being utilized for storm water management.

TRAFFIC ANALYSIS FEES
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee plus \$0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 1st 100 Trips min., plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis

NOTES

- (1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District
(2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.
(3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.
(4) Includes Permitted Conditional Use Reviews